

**ROARING FORK TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING AGENDA**
TIME: 8:30 a.m. – 9:00 a.m., Thursday, June 9, 2011
USUAL LOCATION: *Town Hall, 511 Colorado, Carbondale, CO*

(This Agenda may change before the meeting)

	Agenda Item	Policy	Purpose	Est. Time
1	Call to Order / Roll Call:		Quorum	8:30 a.m.
2	Approval of Minutes: RFTA Board Meeting, May 12, 2011, <i>page 2</i>		Approve	8:31 a.m.
3	Public Comment: Regarding items not on the Agenda (up to one hour will be allotted if necessary, however, comments will be limited to three minutes per person)		Public Input	8:32 a.m.
4	Items Added to Agenda – Board Member Comments:	4.3.3.C	Comments	8:35 a.m.
5	Consent Agenda:			8:40 a.m.
	A. Intergovernmental Agreement between Garfield County and RFTA – Walter Mathews, General Counsel, <i>page 14</i>	4.2.5	Approve	
6	Public Hearing:			
	A. Resolution 2011-10: Supplemental Budget Resolution – Michael Yang, Interim Director of Finance & Dan Blankenship, CEO, <i>page 20</i>	4.2.5	Adopt	8:45 a.m.
7	Information/Updates:			
	A. CEO Report – Dan Blankenship, CEO, <i>page 29</i>	2.8.6	FYI	8:55 a.m.
8	Issues to be Considered at Next Meeting:	4.3	Mtg. PIng.	8:58 a.m.
	A. To Be Determined at June 9, 2011 Meeting			
9	Next Meeting: 8:30 a.m., July 14, 2011, at Carbondale Town Hall		Mtg. PIng.	9:00 a.m.
10	Adjournment:		Adjourn	9:00 a.m.

The Board will meet from 9:15 a.m. – 3:15 p.m. for its annual retreat (see attached agenda beginning on Page 42).

**ROARING FORK TRANSPORTATION AUTHORITY
BOARD MEETING MINUTES
May 12, 2011**

Board Members Present:

Michael Owsley, Chair, Pitkin County; Frank Breslin, Vice-Chair, Town of New Castle; Steve Skadron, City of Aspen; Jacque Whitsitt, Town of Basalt; Ed Cortez, Town of Carbondale; Sara Fisher, Eagle County; Ted Edmonds, City of Glenwood Springs; John Wilkinson, Town of Snowmass Village

Voting Alternates Present:

N/A – All voting Board Members were present

Non-Voting Alternates Present:

Anne Freedman, Town of Basalt; Matt Steckler, City of Glenwood Springs; George Newman, Pitkin County

Staff Present:

Dan Blankenship, CEO; Edna Akeh, Secretary to the Board; Walter Mathews, General Counsel; Todd Horsley, COO; Mike Hermes, Rob Comey, Angela Kincade and Amy Skinner, Facilities & Trails Department; Michael Yang, Finance Department; Phil Schultz, Information Technology (IT) Department; Kenny Osier, Maintenance Department; David Johnson, Planning Department; Dina Farnell, Procurement Department

Visitors Present:

John Krueger, City of Aspen; Sabrina Harris, City of Glenwood Springs; Lauren Martindale, Clean Energy Collective; Dan Richardson, Schmuser Gordon Meyer; Bill Rye, and John Martin, Loudout; Christine Burke, Kolakande Darlig, Linn Schultz and Dave Sturges, Citizens; Chad Abraham, Reporter; Dave Sturges, Citizen

Agenda

1. Roll Call:

Michael Owsley, Chairman, declared a quorum to be present (8 member jurisdictions present) and the meeting began at 8:31 a.m.

2. Executive Session:

A. Pursuant to C.R.S. § 24-6-402(4)(b) and C.R.S. § 24-6-402(4)(e) for the purpose of receiving legal advice and discussing negotiations and developing a negotiations strategy regarding property located at 1340 Main Street in Carbondale, Colorado

Prior to adjourning into the scheduled Executive Session, Walter Mathews, General Counsel, advised the Board that a second Executive Session to discuss a personnel matter needed to be added to the agenda. There was no objection by the Board to adding the second Executive Session. Mathews read the entire motion to the Board.

Sara Fisher moved that the RFTA Board adjourn into Executive Session, pursuant to C.R.S. § 24-6-402(4)(b) and C.R.S. § 24-6-402(4)(e) for the purpose of receiving legal advice and discussing negotiations and developing a negotiations strategy regarding property located at 1340 Main Street in Carbondale, Colorado and pursuant to C.R.S. 24-6-402(4)(f)(I) for the purpose of discussing a RFTA personnel matter. Ed Cortez seconded the motion. The motion passed unanimously.

The Board adjourned into Executive Session at 8:34 a.m. RFTA staff present in both Executive Sessions included: Dan Blankenship, Walter Mathews, Todd Horsley and Edna Adeh.

**STATEMENT OF ATTORNEY
REGARDING EXECUTIVE SESSION #1**

I, Walter Mathews, IV, General Counsel for the Roaring Fork Transportation Authority state that the executive session at the RFTA Board of Directors meeting held May 12, 2011, which was not recorded on tape, was a privileged attorney-client communication concerning negotiations and development of a negotiations strategy regarding property located at 1340 Main Street in Carbondale, Colorado.

Walter Mathews, IV
Colorado Bar # 31109

**STATEMENT OF ATTORNEY
REGARDING EXECUTIVE SESSION #2**

I, Walter Mathews, IV, General Counsel for the Roaring Fork Transportation Authority state that the executive session at the RFTA Board of Directors meeting held May 12, 2011, which was not recorded on tape, was a privileged attorney-client communication concerning discussion of a RFTA personnel matter.

Walter Mathews, IV
Colorado Bar # 31109

John Wilkinson moved to adjourn from the Executive Sessions into the regular Board Meeting. Jacque Whitsitt seconded the motion. The motion passed unanimously. The Board adjourned from the Executive Sessions at 9:11 a.m.

No action was taken during the Executive Sessions.

The regular Board meeting was called to order at 9:31 a.m.

3. Approval of Minutes:

Jacque Whitsitt moved to approve the minutes of the April 14, 2011 Board Meeting and Sara Fisher seconded the motion. The motion passed unanimously.

4. Public Comment: There were no public comment(s).

5. Items Added to Agenda - Board Member Comments:

Michael Owsley, Chairman, publicly welcomed Ted Edmonds, Glenwood Springs City Councilman, to the RFTA Board as the new Board member from the City of Glenwood Springs. Owsley also welcomed Mayor Matt Steckler as the new alternate Board member from the City of Glenwood Springs.

George Newman stated that U.S. Senators Michael Bennet and Mark Udall and U.S. Representative Jared Polis had signed a letter of support for the VelociRFTA Bus Rapid Transit (BRT) Project that was

sent to the Federal Transit Administration (FTA). Newman also noted that U.S. Representative Scott Tipton declined to sign the letter. Newman added that he had recommended that the Pitkin County Board of County Commissioners send a letter of appreciation to Senators Bennet and Udall and Representative Polis for their letter of support for the BRT Project. Newman suggested that RFTA also send a letter of appreciation to Senators Bennet and Udall and Representative Polis. The Board agreed with Newman's suggestion and Owsley directed Dan Blankenship, CEO, to draft a letter on behalf of the Board to be signed by Owsley.

6. Board/General Counsel Relationship (Walter Mathews, General Counsel):

A. Opinion Regarding Conflict of Interest:

Mathews noted that he had sent a legal opinion on conflicts of interest to the Board separate from the Board agenda packet. Mathews offered to discuss the opinion if any Board members had questions. There were no questions from the Board.

B. Update Regarding Carbondale Recycling Center Request to Amend Garfield County's Use Tables in the Land Use Regulations:

Mathews briefed the Board on the public hearing by the Garfield County Board of County Commissioners on April 18, 2011 regarding a text amendment to the County's land use regulations that would change the review process for the proposed conversion of the old Mid-Continent Mining facility in Carbondale into a waste transfer and recycling center. Mathews stated that he attended the meeting on behalf of RFTA with Jacque Whitsitt, RFTA Board member and Dan Blankenship. RFTA Board member John Hoffmann was also present at the public hearing on behalf of the Town of Carbondale.

Mathews noted that the Garfield County Planning and Zoning Commission had recommended that the Board of County Commissioners reject the proposed text amendment to the County's use tables in its land use regulations and make any land use action related to the proposed waste transfer and recycling center subject to a limited impact review. After the public hearing on the subject, the Garfield County Board of Commissioners approved the recommendation of the Planning and Zoning Commission.

Mathews distributed a map of the Mid-Continent Mining facility site to the Board and pointed out its proximity to the Rio Grande Trail, which runs parallel to the site. Mathews stated that RFTA has three licenses with IRMW, LLC (the owner of the site) related to crossings of the Rio Grande Trail. Mathews further noted that RFTA has a good relationship with IRMW, LLC and that IRMW, LLC always pays its fees on time and is very careful with regard to its trail crossings.

Mathews also noted that Blankenship had sent a letter to the Garfield County Board of County Commissioners prior to the public hearing requesting that the Commissioners either approve the recommendation of the Planning and Zoning Commission or reject any change to the County's land use regulations and keep the rules as they are.

Mathews will keep the Board informed of additional actions by Garfield County related to the Mid-Continent Mining facility site.

7. Consent Agenda:

Todd Horsley, COO, recommended that the Board pull Items D & E from the Consent Agenda due to the turnover in the Director of Finance position three days prior to the Board meeting.

Horsley introduced Michael Yang to the Board and stated that Yang would be serving as Interim Director of Finance until the recruitment of a permanent Director of Finance could be completed. Horsley stated that Yang had previously served as Assistant Director of Finance and that he and Dan Blankenship are confident in Yang's abilities to lead the Finance Department. Horsley stated that Yang had expressed a preference to have additional time to review Items D & E before being able to answer questions about them from the Board.

John Wilkinson made a motion to remove Items D & E from the Consent Agenda and to approve all of the remaining items on the Consent Agenda. Matt Steckler seconded the motion.

The remaining items on the Consent Agenda included:

- A. Agreement between Eagle County and RFTA;
- B. 2011 IGA Extension and Amendment, New Energy Communities Initiative (NECI) and RFTA;
- C. Resolution 2011-06: Authorization to Submit Grant Applications and Execute Grant Agreements with the Colorado Department of Transportation (CDOT)

Jacque Whitsitt stated that after reading the agreement she would vote to approve Item 7.A, the Agreement between Eagle County and RFTA related to Eagle County's contribution of sales taxes to RFTA; however, she does want representatives from RFTA and Eagle County to have a discussion about the equity of the agreement in the near future. Whitsitt is concerned that the Roaring Fork Valley portion of Eagle County contains 18% of the County's population but only receives 5% of Mass Transit Sales tax revenues.

Michael Owsley asked Walter Mathews whether the Agreement with Eagle County needs to be renewed each year. Mathews responded that the agreement is a continuing agreement with no expiration date. Mathews stated that RFTA can ask for more funding from any of its member jurisdictions at any time. Blankenship stated that no member jurisdiction has an obligation to agree to give RFTA more funding, but RFTA can always ask. Blankenship added that Eagle County has occasionally given RFTA more funding than required by the original Intergovernmental Agreement (IGA) that was signed by RFTA and the County in 2000. Blankenship also reminded the Board that that the agreement on the Consent Agenda is simply to memorialize the agreement between the parties regarding the County's collection and contribution of sales taxes to RFTA.

Whitsitt stated that she believes the original IGA should be renegotiated. In response, Sara Fisher stated that she had discussed the IGA with the Eagle County Transit Board (ECO Transit) and that the County is open to further discussion with RFTA regarding the sales tax issue. Fisher further stated that RFTA needs to realize that ECO Transit has significantly reduced its services due to a continuing slump in sales tax collections and that any additional sales taxes that may be given to RFTA would further reduce funding available for use by ECO Transit. Fisher also praised recent collaborative efforts on projects between ECO Transit and RFTA and believes that collaboration must continue for the benefit of both parties, including the possibility of establishing the Canyon Connector service along I-70 between Eagle and Garfield Counties.

With regard to Item 7.B. on the Consent Agenda, IGA extension with Garfield County related to the New Energy Communities Initiative (NECI), Owsley asked Blankenship for a clarification on the uses of the requested \$10,000 contribution from RFTA. Blankenship stated that the \$10,000 contribution to Garfield County is already included in the 2011 RFTA Budget and that \$5,000 would be dedicated to Garfield County's administrative costs related to NECI and \$5,000 would be given to Clean Energy Economy for the Region (CLEER) to support the Garfield Clean Energy (GCE) Energy Independent Transportation Project.

Frank Breslin suggested a minor wording revision to the language in the second paragraph on Page 7 of the IGA. With regard to language related to funding, Breslin recommended changing the word "front"

to “transfer” since “front” is generally regarded as a slang term. Owsley agreed with Breslin’s recommendation. Blankenship stated that he would pass along the recommendation to Garfield County, but that it would be up to the County to make the change rather than RFTA since the County is the author of the IGA.

Blankenship next explained Item 7.C. on the Consent Agenda, Resolution 2011-06. Blankenship explained that the Board previously passed a resolution giving blanket authorization to the Chair and CEO to submit grant applications and execute grant agreements with the Federal Transit Administration (FTA). The proposed resolution would give similar blanket authorization to the Chair and CEO to submit grant applications and execute grant agreements with the Colorado Department of Transportation (CDOT). The blanket authorization would be useful because deadlines related to CDOT grants do not always allow time for prior action by the Board.

Blankenship further stated that the blanket authorization would facilitate compliance with RFTA Board Policy 2.3.12 that states “the CEO shall not fail to maximize RFTA’s generation of State/Federal grant funds for which it is eligible.” Blankenship assured the Board that staff will always inform the Board of any actions it takes to apply for and execute grants.

Owsley commented that he believes the wording of Board Policy 2.3.12 should be changed to reflect a positive directive for the CEO to pursue grants rather than saying the CEO shall not fail to pursue grants.

With no further discussion of Consent Agenda items, **the Board voted unanimously to approve the previous motion to approve the Consent Agenda.**

8. Public Hearing/Decision:

A. Resolution 2011-09: 2011 Supplemental Budget Appropriation (Dan Blankenship, CEO):

Dan Blankenship described the requested 2011 Supplemental Budget Appropriation to the Board. Blankenship reminded the Board that the 2011 RFTA budget does not include the full budget for the VelociRFTA BRT Project because RFTA has not yet received its federal grant funding for the project. The proposed Supplemental Budget Appropriation would add \$100,000 to the 2011 RFTA budget from BRT bond proceeds to pay the Aspen Sanitation District to relocate utility lines at the future Buttermilk BRT station in Aspen.

Mike Hermes, BRT Project Director, explained that the Buttermilk utility relocation project needs immediate funding because the utility relocation must be performed by the Aspen Sanitation District and the Sanitation District has already procured a contractor to complete the project. The utility relocation project needs to be completed early in the 2011 construction season so that RFTA can utilize the latter part of the 2011 construction season for BRT station construction, provided that it has federal funds available to begin construction. Hermes stated that the Federal Transit Administration (FTA) has encouraged RFTA to do everything it can to be ready to begin construction of the BRT project when grant funds become available and this is something that can and must be done to increase our readiness.

Before the public hearing on the Supplemental Budget Appropriation, Blankenship explained to the Board that he had to step away from the meeting earlier to call FTA Administrator Peter Rogoff. Blankenship said he received a message from Kent Blackmer, Co-Director of Operations, earlier in the meeting to call him. While attending the Colorado Association of Transit Agencies (CASTA) conference in Pueblo, Blackmer heard Rogoff give a speech in which he mentioned the VelociRFTA BRT project and its funding. Blackmer asked Rogoff about the status of the funding after the speech and Rogoff told Blackmer to tell Blankenship to call him at his earliest convenience. Blankenship called Rogoff during the Board meeting hoping to receive

good news about the FTA grant. Unfortunately, Blankenship got Rogoff's voice mail so he left a message for Rogoff to call him.

With no questions from Board members about the proposed 2011 Supplemental Budget Appropriation, **Michael Owsley opened the public hearing on Resolution 2011-09 at 10:06 a.m. There was no public comment so the public hearing was closed at 10:06 a.m.**

Jacque Whitsitt moved to approve Resolution 2011-09 and Frank Breslin seconded the motion. John Wilkinson stated that while he remains nervous about moving targets and dates with regard to the BRT project budget, he will support the resolution. **Resolution 2011-09 was unanimously approved.**

9. Presentations Agenda:

A. Energy Offset Concept Discussion (Todd Horsley, COO, Lauren Martindale, Clean Energy Collective and Dan Richardson, Schmuser Gordon Meyer):

Todd Horsley introduced Lauren Martindale of the Clean Energy Collective (CEC) and Dan Richardson of Schmuser Gordon Meyer (SGM) to the Board. Horsley stated that Martindale and Richardson would be making a presentation on a potential Energy Offset Program for RFTA that would utilize solar power to offset RFTA's electricity costs at its current facilities. Horsley stated that staff had researched the topic and decided to bring it to the Board for consideration since it supports the Board's Global Ends Statement that says "RFTA supports and protects the environment." Horsley stated the presentation was only meant to introduce the concept to the Board and that no Board action would be required at the meeting other than giving direction to staff on whether to conduct further research on the concept. Horsley also cautioned that the numbers used in the presentation materials are conceptual and would be revised before the Board would be asked to take any formal action.

Horsley explained that the Solar Energy Offset Program was introduced to RFTA by Dan Richardson through his SGM consulting work on RFTA's "Greening BRT" initiative that looked for ways to make the BRT project more energy efficient. The Solar Energy Offset Program can also be used to offset RFTA's electricity costs at its current facilities. Richardson found limitations on RFTA's "on-site" solar power capabilities so he recommended that RFTA explore "off-site" as well as "on-site" solar power options. Since the CEC is the local expert on "off-site" solar power options, the CEC has provided information and advice to RFTA staff on "off-site" options.

Horsley stated that while Martindale works for the CEC, the CEC is not trying to sell a product to RFTA during the presentation. Horsley explained to the Board that RFTA would competitively procure any Solar Energy Offset Program that it decided to purchase and the CEC had been advised of this requirement. However, Horsley did caution the Board that the CEC is currently the only option for "off-site" solar power offsets with Holy Cross Energy at this time.

Horsley explained that RFTA paid approximately \$120,000 in electricity costs in 2011. Horsley stated that approximately 50% of RFTA's current electricity is purchased from Holy Cross Energy, while the remaining 50% is split between the City of Glenwood Springs (30%), Xcel Energy (15%) and the City of Aspen (5%). Horsley also informed the Board that, of RFTA's current electricity providers, only Holy Cross Energy currently offers a solar power offset program to its customers. Xcel Energy is planning to offer a solar power offset program to its customers through the CEC by the end of 2011. Horsley stated that neither the City of Aspen nor the City of Glenwood Springs currently has plans to offer a solar power offset option to their customers so RFTA could only offset around 80% of its electricity costs if it chose to implement a Solar Energy Offset Program in 2011 or 2012.

Horsley reviewed with the Board the goals and benefits of a Solar Energy Offset Program to RFTA before turning the presentation over to Richardson. Richardson then further explained his research on behalf of RFTA and reiterated to the Board that none of RFTA's current facilities or properties are well suited for the installation of solar panels; therefore, RFTA's best and most cost efficient option for a Solar Energy Offset Program would be to purchase an "off-site" solar solution.

Martindale next reviewed a brief PowerPoint presentation with the Board on the CEC's Solar Energy Offset Program. Martindale explained to the Board the concept behind the Solar Energy Offset Program, how it works and the financing options available to RFTA, including tax credits. Martindale also described the CEC's current solar farm facility in El Jebel as well as its plans for a new solar farm at the Garfield County Airport in Rifle.

Following Richardson and Martindale's presentation, Board members asked questions about the Solar Energy Offset Program.

Anne Freedman asked Martindale about the security of the tax credit. Martindale replied that the tax credit is effective through 2017.

John Wilkinson asked if the current CEC proposal applies to RFTA as a whole or only to the BRT project. Martindale responded that the current proposal is only for RFTA's electricity purchases from Holy Cross Energy, which was approximately \$60,000 in 2011.

Ed Cortez asked if RFTA will qualify for the 30% federal tax credit until 2017 and how it works. Martindale responded that if RFTA chooses to partner with the CEC or another third party for a Solar Energy Offset Program then that taxable entity will take the tax credit and reduce RFTA's cost by the amount of the tax credit.

Frank Breslin asked if any surplus solar energy that is purchased could be resold at wholesale rates. Martindale responded that RFTA would only purchase whatever electricity it needs and that there would be no surplus energy available for resale.

Michael Owsley asked if RFTA has contemplated the creation of a staff Energy Manager position. Dan Blankenship responded that RFTA has not seriously considered an Energy Manager position, but that it may be appropriate for consideration during the upcoming Organizational Assessment. Owsley stated that Pitkin County has an Energy Manager and that he supports the creation of a similar position at RFTA.

Jacque Whitsitt complimented Horsley, Richardson and Martindale for their concise, clear presentation and stated that she appreciated the information. Whitsitt also thanked staff for bringing the concept to the attention of the Board. Horsley indicated that Mike Hermes and Jason White deserve the majority of the credit for advancing the concept to this point.

Owsley also thanked the presenters and asked the Board if they would like for staff to conduct further research and bring a proposal back to the Board in the future. The consensus of the Board was that they would like to see a proposal at a future meeting and that staff should work toward that end.

Following the presentation, the Board took a five minute break from 10:40 a.m. to 10:45 a.m.

B. RFTA BRT Intelligent Transportation System (ITS) Implementation Plan (Phil Schultz, Information Technology Director and Dan Blankenship, CEO):

Dan Blankenship introduced Phil Schultz, RFTA Information Technology (IT) Director, to the Board and stated that Schultz would provide the Board with an overview of the IT plan for the

VelociRFTA BRT system as well as the entire RFTA bus fleet. Blankenship complimented the RFTA IT Department for their hard work on the IT plan for the BRT system and RFTA fleet and for keeping RFTA's IT systems operational at four facilities throughout the Roaring Fork Valley. Blankenship stated that the financing plan for the purchase of the IT improvements for the BRT system and RFTA fleet is very complex and he would follow Schultz's presentation with information on the financing plan. Blankenship also stated that while no action was needed from the Board at the meeting, staff will bring a Supplemental Budget Appropriation request to the Board in June for funding of the IT improvements.

Schultz delivered a PowerPoint presentation to the Board that detailed RFTA's plans to purchase several IT improvements for the RFTA fleet in conjunction with the BRT project. Schultz stated that RFTA has already purchased new digital radios for the entire fleet as well as a Fixed Route Scheduling Software (FRASS) system that is currently being implemented. Schultz explained that the FRASS will greatly improve RFTA's operational efficiency by automating the current manual scheduling system. Schultz also described the Automated Vehicle Location (AVL) and Computer Aided Dispatch (CAD) system that is currently being procured. The AVL/CAD system will allow RFTA to keep better track of its vehicles and more efficiently dispatch buses. Schultz also briefly described planned future purchases of new fare media and ticket vending machines that will make RFTA's fare collection systems more efficient and will ultimately result in significant cost savings to RFTA. Schultz finished his presentation with a brief description of the traffic signal priority improvements that will be installed in conjunction with the BRT system and that will allow RFTA buses to more efficiently navigate traffic signals on State Highway 82. Following his presentation, Schultz answered questions from the Board.

Matt Steckler asked whether the new radios will communicate vehicle data to RFTA dispatch. Schultz responded that the radios will only be for voice communications between RFTA dispatch and the buses and between buses; however, the AVL/CAD system will relay substantial amounts of vehicle data from RFTA buses to RFTA dispatch.

John Wilkinson asked whether the described IT improvements will be installed on the entire RFTA fleet or only on BRT vehicles. Schultz responded that all of the IT improvements must be installed on every bus in the RFTA fleet to maximize their effectiveness and efficiency. Michael Owsley asked if ski shuttles will also include the IT improvements. Schultz confirmed that even ski shuttles will receive the IT improvements. Wilkinson expressed his ongoing concern about ensuring that funding dedicated to the BRT system only be used for BRT improvements.

Sara Fisher expressed her appreciation and a thank-you from Kelly Collier of Eagle County Transit (ECO) for RFTA's willingness to include ECO in the procurement of the AVL/CAD system and for working with ECO to meet its deadlines. Fisher again praised the ongoing collaboration between RFTA and ECO. Blankenship stated that RFTA worked with Eagle County, the City of Aspen, the City of Glenwood Springs and the Town of Snowmass Village to secure a \$1,000,000 FASTER grant from the Colorado Department of Transportation (CDOT) to pay for a portion of the IT improvements described by Schultz. Blankenship specifically thanked David Johnson, Director of Planning, for his work on the FASTER grant.

Owsley asked if RFTA will be breaking new ground with the traffic signal priority improvements that will be installed on Highway 82. Mike Hermes responded that the traffic signal priority improvements on Highway 82 will break new ground on the Western Slope and that CDOT has been a great partner in the planning of the traffic improvements. Owsley stated that it will be important to the success of the BRT system to demonstrate to the public that RFTA buses will have traffic signal priority along Highway 82. In response to a question about how traffic signal priority actually works, Hermes and Schultz provided explanations.

Jacque Whitsitt thanked Schultz for his thorough presentation and simple explanation of the IT improvements that will be purchased in conjunction with the BRT project.

Blankenship next explained the financing plan for the described IT improvements and directed the Board to pages 47-49 of the Board agenda packet for more information. Blankenship stated that the financing plan is complicated by the fact that it includes grant funding from several sources, each with its own specific requirements, as well as several different sources of local funding such as bond funds and sales taxes. Blankenship stated that all of the described IT improvements (both BRT related and non-BRT), excluding the traffic signal priority improvements, are estimated to cost approximately \$5.5 million. Blankenship emphasized that the use of voter-approved sales taxes and bonding authority in 2008 to purchase IT equipment for the existing fleet as well as BRT was part of the original financing plan because of the need for RFTA BRT and existing services to be seamlessly integrated. Federal grant funds and local matching funds will pay for the improvements to be installed on the BRT bus fleet and state grant funds and local matching funds will pay for the improvements to be installed on the non-BRT portion of the RFTA fleet. Blankenship stated that the BRT-related IT improvements cannot be purchased until RFTA receives either its Federal grant from the Federal Transit Administration (FTA) or a Letter of No Prejudice (LONP) from the FTA that will allow RFTA to reimburse itself for the purchases with FTA funds. Likewise, RFTA cannot purchase most of the IT improvements for the non-BRT fleet until it receives an executed FASTER grant contract from CDOT. RFTA has previously received some, but not all, of the required grant funds from CDOT. Some of the IT improvements for the non-BRT fleet that were not eligible for grant funding have already been purchased with local funding. Blankenship also emphasized that RFTA is doing everything it can to minimize the cost of the IT improvements and stated that staff has already had much success in reducing costs through contract negotiations with vendors.

Ed Cortez asked Blankenship to describe the difference in station and parking costs between the BRT Capital Plans with and without Federal funding that are included on Page 45 of the Board agenda packet. Blankenship explained that the charts on Page 45 were two scenarios that were presented to voters during the 2008 BRT funding referendum. The substantially lower cost for stations and parking in the plan without Federal funding can be attributed to simpler station designs and less overall system parking. Since 2008, RFTA has scaled its station and parking plans back to the lower levels described on Page 45 even though RFTA is counting on Federal funds for the BRT project. RFTA scaled back its plans to meet FTA cost guidelines for the Very Small Starts (VSS) grant program and because of the economic downturn.

Wilkinson asked if the IT cost estimates for the existing RFTA bus fleet on Page 48 of the Board agenda packet were turnkey costs. Blankenship responded that the estimates in question were upfront capital costs, which include the cost of the equipment or software, installation and maintenance and support costs for the first year of use. Ongoing maintenance, upgrade and training costs after the initial service periods (generally one year) will be borne by RFTA and will be paid from operating funds rather than capital funds.

Wilkinson also asked about staff training costs and the cost of replacing equipment that malfunctions. Schultz responded that almost everything that is being purchased will have a 5-year warranty and that RFTA will pay annual maintenance fees to the vendors, generally after the first year of use. Schultz stated that the IT Department will likely need 1-2 additional employees to maintain the IT improvements. Blankenship added that RFTA has already anticipated the need for additional IT staff and will budget for the additional employees as needed. Blankenship added that RFTA estimates that it will realize a 2%-4% savings on operating costs as a result of the IT improvements. On an estimated \$20,000,000 operating budget, 2%-4% savings will assist RFTA with offsetting the additional IT staffing costs. Schultz assured Wilkinson that RFTA will be able to measure the savings on operating costs that will result from the IT improvements.

Owsley stated that the planned IT improvements will add an extra layer of convenience to the VelociRFTA BRT system which should result in increased ridership and fare revenues.

10. Policy Memoranda (Discussion as needed at Board Discretion):

A. ADA Assessment of the Rio Grande Trail (Mike Hermes, Director of Facilities & Trails and Walter Mathews, General Counsel):

Michael Owsley asked Walter Mathews to explain staff expectations for the Board on this issue. Mathews responded that the Board needs to either approve or modify, with approval as to legal form by the General Counsel, the ADA assessment of the Rio Grande Trail that was performed by RFTA staff.

Mathews reminded the Board that new U.S. Department of Justice (DOJ) rules under the American with Disabilities Act (ADA) require that public agencies who maintain public trails must conduct an assessment of their trails to determine the types of mobility devices that are conducive to the design of their trails. Mathews stated that Rob Comey, Rio Grande Trail Manager, had conducted the assessment of the Rio Grande Trail and did an excellent job. Mathews further stated that he had reviewed Comey's assessment and concurred with its findings. Mathews asked the Board to approve the assessment.

Mike Hermes added that the results of the ADA assessment will serve as interim rules related to the use of Other Power-Driven Mobility Devices (OPDMD) on the Rio Grande Trail. Hermes stated that the interim rules for the trail will only allow the use of OPDMD by people with mobility impairments. The RFTA Board will still need to approve permanent rules related to the use of OPDMD on the Rio Grande Trail at a Board meeting in the near future.

Owsley noted that a citizen using a Segway personal mobility device was present in the audience who may wish to address the Board on this issue. Owsley noted that there was no public comment opportunity scheduled on this issue and asked the Board if it would allow the citizen to speak if she desired. There was no objection from the Board to allowing the citizen to speak. Owsley asked the citizen if she wished to address the Board and she indicated that she did. The citizen introduced herself as Kolakande Darlig, a 21-year resident of the Roaring Fork Valley who was diagnosed with Multiple Sclerosis (MS) eight years ago. Darlig thanked RFTA for the Rio Grande Trail and stated that her Segway is the only way that she can transport herself without the assistance of others. Darlig stated that the Segway has a very small footprint and demonstrated its turning radius to the Board. Darlig asked the Board to allow Segways on the Rio Grande Trail and stated that she enjoyed using the trail with her children.

Mathews confirmed that the smaller size Segways, such as the one that Darlig uses, are permitted in the interim trail rules.

Owsley thanked Darlig for her remarks and her patience through the Board meeting. Owsley also thanked everyone involved in the preparation of the ADA assessment and stated that RFTA has many people to serve and it is difficult to integrate all users.

John Wilkinson asked Mathews if RFTA can ask for proof of a mobility impairment before allowing someone to use an OPDMD on the Rio Grande Trail. Mathews responded that RFTA cannot force people to produce evidence of a mobility impairment as a condition for the use of OPDMD on the trail. Wilkinson stated that he would like for RFTA to be able to require that OPDMD users on the trail display some type of proof of a mobility impairment, such as a permit or tag, as a condition for the use of OPDMD on the trail. Mathews stated that some jurisdictions who manage public trails require OPDMD users to obtain a placard from the jurisdiction and display it on their OPDMD when they are on the trail. Mathews will need to research whether

RFTA can or wants to issue such placards. Sara Fisher stated that the State and counties can issue the placards. Darlig stated that Bay Area Rapid Transit (BART) in the San Francisco Bay Area issues placards like the ones being discussed.

George Newman stated that RFTA's ultimate goal with regard to trail rules is consistency throughout valley trails. Comey described his interaction and cooperation with other jurisdictions that manage trails in the Roaring Fork Valley and stated that they are working toward a unified set of rules for all trails. Comey stated that he is not yet sure how a requirement to display evidence of a mobility impairment will work. Mathews added that he will research the issue and work with Comey as valley-wide trail rules are developed. Dan Blankenship added that the interim trail rules were developed in response to DOJ requirements and that RFTA will continue to work with other valley jurisdictions toward consistent permanent trail rules.

Owsley recommended that RFTA form a committee comprised of citizens with physical disabilities and mobility impairments to advise RFTA on issues related to transit and trails.

Mathews advised the Board that a motion to approve the ADA assessment and interim trail rules is required.

Frank Breslin moved to approve the ADA assessment and interim trail rules and Matt Steckler seconded the motion. The motion was unanimously approved.

11. Information/Updates:

A. Retreat Planning Update and Discussion (David Johnson, Director of Planning):

Dan Blankenship stated that staff needs approval of the agenda for the Board Retreat that will be held on June 9, 2011. David Johnson reviewed the draft agenda that staff had prepared. Johnson stated that staff tried to balance the competing desires of some Board members for a free-flowing discussion and others who want a structured agenda at the retreat. Johnson said the draft agenda accommodates both formats during the retreat and focuses on RFTA's mission, 10-20 year vision, strategic plan, values and implementation actions.

Michael Owsley stated that despite his stated desire for an unstructured, free-flowing discussion at the retreat, structure is OK. Owsley said he just wants good creative results from the retreat and that the draft agenda looks fine to him. Owsley asked if the Board would have the opportunity to get input from local community planners and stated a desire for such input.

Johnson responded that RFTA hosted a forum with local planners from throughout the Roaring Fork Valley in April to get their input into what RFTA's role in their communities should be. Johnson said that a summary of the results of the April Planner's forum would be presented to the Board at the retreat. Johnson added that while planners have not been invited to the retreat, there is still time to do so. Johnson also stated that he plans to send Board members a questionnaire on RFTA's mission and vision that should be completed and returned prior to the retreat. The results of the questionnaire will be presented to the Board at the retreat. Johnson added that he can send the same questionnaire to local planners and also present their feedback to the Board at the retreat.

Matt Steckler stated that he would like someone from the City of Glenwood Springs Planning Department to be present at the Board retreat as a resource to the Board on the City's perspective on RFTA and transit.

George Newman stated that he supports sending the questionnaire to local planners, but that he is concerned that inviting local planners to participate in the retreat would not be an effective

use of time since the retreat is for the RFTA Board to have extended discussions. Newman also expressed concern that the allotted 1 ½ hours may not be enough time at the retreat to have a meaningful conversation on RFTA's vision.

Owsley stated that he believes local planners should be invited to the retreat as staff resources to the Board and as observers so they can learn and better understand the perspectives of the RFTA Board. Owsley agreed with Newman that active participation by the planners in the retreat may not be the best use of the Board's time. Newman stated he is OK with planners being in attendance in the roles that Owsley suggested.

Johnson added that he is looking for broad direction and key concepts from the Board at the retreat and that RFTA staff would take the Board's direction and develop a draft mission statement for RFTA for review and approval by the Board at a future Board meeting.

Blankenship stated that the Board will be provided with a binder at the retreat that will contain comprehensive information on RFTA that should be a valuable resource to Board members in the future, especially the new members of the Board. Blankenship also responded in the affirmative to an inquiry from Newman as to whether RFTA staff would be present at the retreat. Blankenship and Newman agreed that it will be beneficial for the Board to interact with staff at the retreat.

Owsley stated that he believes the consensus of the Board is that the agenda for the Board retreat is OK as developed. There was no objection from the Board.

B. CEO Report (Dan Blankenship, CEO):

Michael Owsley asked if there were any questions regarding the CEO Report. There were no questions.

Blankenship reminded the Board that a motion regarding the property issue discussed in Executive Session was needed. **Jacque Whitsitt moved to authorize the CEO to continue to negotiate and to submit an offer to purchase the building and land at 1340 Main Street in Carbondale. Matt Steckler seconded the motion. The motion was unanimously approved.**

12. **Issues to be Considered at Next Meeting:** None

13. **Next Meeting:** The next regularly scheduled meeting of the RFTA Board of Directors is Thursday, June 9, 2011, at 8:30 a.m. to be immediately followed by the Board of Directors Retreat at approximately 9:30 a.m.

14. **Adjournment:**

Steve Skadron moved to adjourn the meeting and Sara Fisher seconded the motion. The motion passed unanimously.

The Board Meeting adjourned at 12:07 p.m.

Respectfully Submitted:

Edna Adeh
Secretary to the Board

**RFTA BOARD OF DIRECTORS MEETING
“CONSENT AGENDA” ITEM SUMMARY #5.A**

Meeting Date:	June 9, 2011
Agenda Item:	Intergovernmental Agreement (IGA) with Garfield County Regarding Mini Grant from Great Outdoors Colorado (GOCO)
Presented By:	Robert Comey, Rio Grande Trail Manager
Policy #:	1.7: Trail and Transit Users Enjoy Environmentally Friendly Equipment and Facilities
Options:	<ol style="list-style-type: none"> 1. Approve the IGA as presented and authorize the CEO to execute the IGA, subject to final approval by the General Counsel 2. Deny approval of the IGA as presented 3. Recommend modifications to the IGA as presented
Recommendation	Staff recommends Option #1 - Approve the IGA as presented and authorize the CEO to execute the IGA, subject to final approval by the General Counsel. If the Board chooses Option #3, project completion will be delayed until Spring 2012.
Core Issues:	<p>RFTA seeks a GOCO Mini Grant in the amount of \$44,623.00 for the purpose of constructing two vault toilets and two picnic shelters along the Rio Grande Trail in Garfield County. RFTA is not an eligible applicant for this grant; however, Garfield County, an eligible applicant, can sponsor this project on behalf of RFTA. The IGA formalizes the grant relationship as a “pass through” with RFTA performing all work related to the project and Garfield County providing the grant monies to RFTA. This IGA is a requirement for the grant to be awarded by GOCO.</p> <p><i>A DRAFT copy of the proposed IGA is attached for review by the Board. The IGA is subject to further changes by Garfield County. If additional changes are made to the IGA by Garfield County, Walter Mathews will e-mail the FINAL version of the IGA to the Board prior to the Board meeting on June 9, 2011.</i></p>
Background Info:	<p>This Mini Grant Project (“Garfield County Rio Grande Trail Facility Enhancement 2011”) was recommended favorably by GOCO staff for funding at the requested amount during the GOCO Local Government Committee meeting on May 24, 2011. The Local Government Committee is presently considering this and other projects from around the state. The Local Government Committee will make a final recommendation to the GOCO Board at its meeting on June 14, 2011.</p> <p>The grant monies will fund construction of a picnic shelter and vault toilet at two locations in the Cattle Creek area, a second picnic shelter at the Catherine Bridge Trailhead and a second vault toilet approximately one-half mile up stream from the Catherine Bridge Trailhead.</p> <p>Construction is proposed to begin in August 2011 and be complete by December 2011. The grant will be complete and closed out by May 2012.</p> <p>The Garfield County Board of County Commissioners approved the GOCO Mini Grant request by resolution on February 22, 2011 prior to submission of the grant application. The project received a favorable environmental review by RFTA’s consulting wildlife biologist, and has the support of numerous trail user groups, local neighbors and businesses, and surrounding jurisdictions.</p>
Policy Implications:	RFTA Board End Statement 1.7 states, “Trail and Transit Users Enjoy Environmentally Friendly Equipment and Facilities.”
Fiscal Implications:	RFTA will contribute \$14,375.00 from the existing corridor capital budget to Garfield County as local match to this GOCO Mini Grant request.

INTERGOVERNMENTAL AGREEMENT REGARDING GREAT OUTDOORS COLORADO MINI GRANT FOR GARFIELD COUNTY RIO GRANDE TRAIL FACILITY ENHANCEMENT 2011 – GARFIELD COUNTY AND THE ROARING FORK TRANSPORTATION AUTHORITY

THIS INTERGOVERNMENTAL AGREEMENT (“IGA” or “Agreement”) concerning the award of a Great Outdoor Colorado (“GOCO”) Mini Grant for Rio Grande Trail facility enhancements is entered into by and between the BOARD OF COUNTY COMMISSIONERS OF GARFIELD COUNTY, STATE OF COLORADO, a statutory county (“County” or “BOCC”) and THE ROARING FORK TRANSPORTATION AUTHORITY, a statutory regional transportation authority, created pursuant to the provisions of C.R.S. § 43-4-601, *et seq.*, as amended (“RFTA”).

Recitals

1. The parties to this IGA are authorized to provide for joint funding and to cooperate in the development of projects pursuant to Section 18, Article XIV of the Colorado Constitution and C.R.S. § 29-1-201, *et seq.*, as amended.

2. The purpose of this IGA is for the County to disperse GOCO grant funds (“Grant”) to RFTA to conduct work within the provisions of this IGA. The Project or Work to be completed under this IGA by RFTA, is more specifically described in Exhibit A

3. The Grant will allocate \$44,623 toward a RFTA match of \$14,375 for the purpose of installing two vault toilets and constructing two picnic shelters at three project locations in the County on the Rio Grande Trail.

4. Portions of the affected trail corridors lie within the unincorporated area of the County and within the Rio Grande Trail (the “Trail”) right-of-way.

5. WHEREAS, the parties believe it is appropriate to enter into an IGA under which to administer future grants from the County to RFTA.

NOW, THEREFORE, the County and RFTA agree as follows:

1. Incorporation of Recitals. The foregoing recitals are incorporated herein as if set forth in full.
2. Project. The project that is the subject of this IGA is the design and construction of improvements to the Trail as briefly described above, and described and depicted on that certain document attached hereto and incorporated herein as Exhibit A, (“Project”)
3. Project Costs. The cost for the entire project is estimated to be \$58,998.00, with funding to be provided by the County through a GOCO Grant effective June 2011.
4. County Responsibilities. The County shall:
 - a. apply the GOCO Grant funds, identified above, and any other available local funding to the Project;
 - b. function as the Grant recipient authority for the Project, and reimburse any and all Project costs to RFTA once provided with the necessary documentation in order for RFTA to receive the proceeds of this re-imbusement; and

c. keep records under this IGA in accordance with GOCO requirements.

5. RFTA Responsibilities. RFTA shall :

a. RFTA will procure and manage the Project;

b. provide the necessary documentation to the County in order to receive the Grant funds as re-imburement for the Project cost;

c. all Grant funds received under this Agreement shall be expended solely for the purpose for which granted, and any such Grant funds not so expended, including funds lost or diverted to other purposes, will be returned to the County; and

d. authorize the County to perform audits and to make inspections during normal business hours at the convenience of RFTA, with forty-eight (48) hours written notice, for the purpose of evaluating performance under this Agreement.

6. Breach and Notice. If a party to this IGA fails to perform its respective obligations, the non-breaching party(ies) shall provide thirty (30) days' notification of such failure to the breaching party's representative. If the breaching party fails to correct or remedy the breach, the non-breaching party(ies) may terminate this IGA by written notification to the other parties' representatives and shall have no other further obligations under this IGA.

7. Insurance and Third-Party Indemnification. To the extent permitted by law, the parties shall defend and hold harmless each other from and against any injury, claim or damage to any third party arising out of or in connection with construction of the Project, it is specifically understood that the Trail enhancements have been procured, designed and will be constructed and managed by RFTA. The County has no design or construction responsibilities. Nothing in this IGA is intended or shall be construed to constitute a waiver on the part of any party of the provisions of the Colorado Governmental Immunity Act, C.R.S. § 24-10-101 *et seq.*, as amended.

8. Whole Agreement. This IGA sets forth the whole agreement of the parties. No representations, either verbal or written, shall be considered binding on either party to the extent not set forth herein.

9. Term. The IGA shall become effective and shall terminate on December 31, 2011, unless sooner terminated under terms of paragraph 6, above. It is expected by the parties that Trail enhancements will be completed before December 31, 2011. Should this IGA need to be extended in order to complete the Project, the parties agree to the use of a renewal letter in substantially the form attached and incorporated herein as Exhibit B.

10. Annual Appropriation. The parties' financial participation, if any, is subject to annual appropriation and budgeting by each. This IGA is not intended to, nor does it, create a multi-year fiscal obligation as defined by Section 20, Article X of the Constitution of the State of Colorado. Should either party fail to appropriate funds, this IGA shall terminate. RFTA has budgeted and appropriated design and construction costs for the Project for expenditure prior to December 31, 2011.

11. Amendment and Assignment. This IGA may be amended by the parties solely through a written agreement signed by the parties. This IGA may not be assigned by one party without the written consent of the others.

12. Counterparts. This IGA may be executed in counterparts, each of which shall be deemed an original, and all of which, when taken together, shall be deemed the same instrument. Facsimile or photograph of signatures of the parties to this IGA or subsequent modifications thereto, shall be effective for all purposes.

13. Governing Law, Venue and Survival. The laws of the State of Colorado shall govern validity, performance and enforcement of this IGA. Should a party institute legal action for enforcement of this IGA, venue of such action shall be in Garfield County, Colorado. The prevailing party shall be entitled attorney's fees, expenses and court costs. All rights concerning remedies, fees and costs shall survive termination of this IGA.

14. No Third-Party Beneficiary. No third party may enforce or rely upon this IGA.

15. Authority. Each person signing this IGA represents and warrants that the individual is fully authorized to enter into and execute this IGA and to bind the party it represents to the terms and conditions thereof.

16. Notice and Representatives. All notices required under this IGA shall be in writing and hand-delivered or sent by certified mail, return receipt requested and postage prepaid, or by electronic communication, addressed to the parties' designated representatives as follows:

RFTA: Dan Blankenship
Chief Executive Officer
Roaring Fork Transportation Authority
2307 Wulfsohn Road
Glenwood Springs, CO 81601
(970) 384-4981
Email: dblankenship@rfta.com

County: County Manager
County of Garfield
108 8th Street, Suite 213
Glenwood Springs, CO 81601
(970) 945-5004
(970) 945-7785 (facsimile)
Email:egreen@garfield-county.com

A party by notice so given may change the identity of the party's designated representative and the address to which future notices shall be sent, without formal amendment of this IGA.

17. Severability. Should any provision of this IGA be decided to be in conflict with any law of the United States or the State of Colorado or otherwise be unenforceable, the remaining provisions shall be deemed severable and the validity of such shall not be affected thereby, provided such remaining provisions can be construed in substance to constitute the agreement which the parties intended to enter into under this IGA.

IN WITNESS WHEREOF, RFTA and the County have executed triplicate originals of this IGA to be effective the ___ day of _____, 2011, no matter the date of execution below.

ATTEST: BOARD OF COUNTY COMMISSIONERS
GARFIELD COUNTY, COLORADO

CLERK TO THE BOARD

John Martin, Chairman

Date: _____

ATTEST: ROARING FORK TRANSPORTATION
AUTHORITY

SECRETARY TO THE BOARD
OF DIRECTORS

Dan Blankenship

Date: _____

EXHIBIT A

Garfield County Rio Grande Trail Facility Enhancement 2011

Project Description

1. This project will provide **two** single-user “SST” **vault toilets** on the Roaring Fork Transportation Authority (RFTA)-managed portion of the Rio Grande Trail in Garfield County. These toilets will be located approximately at mileposts 8.5 and 16.5 along the 42-mile Rio Grande Trail, a “rail trail” located on the former alignment of the D&RGW Aspen Branch which runs from Glenwood Springs to Aspen. This project will also include **two picnic shelters** to be constructed on two footprints presently occupied by picnic tables at mileposts 8.5 and 16.0. The project will include some site prep work to re-open an access road at the milepost 8.5 location in order to facilitate construction activities and permit routine facility maintenance.
2. This project will address the frequent requests received by RFTA for facilities of this nature. The locations in question lie on trail segments free of other public toilet facilities. The picnic shelters will provide much needed protection from the vagaries of mountain weather where alternatives are lacking.
3. With typically 70,000 annual user trips on the Rio Grande Trail, this project will directly benefit the many visitors from outside the region and resident users from the Roaring Fork Valley. Indirect benefits will be conferred to local businesses that otherwise are burdened by requests for use of their restroom facilities by non-customers.
4. The Local Applicant matching share of this grant will come from RFTA, the Primary Partner in this project. In-kind contributions of materials and labor are being solicited from area contractors and a public utility in an effort to stretch project dollars.
5. RFTA, the Primary Partner, will manage the project and provide periodic updates to Garfield County on a schedule as described in the forthcoming intergovernmental MOU.

**RFTA BOARD OF DIRECTORS MEETING
 “PUBLIC HEARING” AGENDA SUMMARY ITEM #6.A**

Meeting Date:	June 9, 2011																						
Agenda Item:	Resolution 2011-10: Supplemental Budget Appropriation																						
Presented By:	Michael Yang, Interim Director of Finance and Dan Blankenship, CEO																						
Options:	Adopt, amend and adopt, or not adopt Resolution 2011-10																						
Recommendation:	Adopt Resolution 2011-10																						
POLICY #:	2.5: Financial Planning/ Budgeting																						
Core Issues:	<ol style="list-style-type: none"> Supplemental Budget Resolution 2011-10 is necessary to provide \$2.885 million in budget for the Intelligent Transportation System (ITS) components required to implement the VelociRFTA BRT Project and to retrofit the existing fleet. As explained by staff at the May 12, 2011 RFTA Board of Directors meeting, financing for the ITS acquisition is complex, but the retrofit of the existing fleet was originally envisioned to be part of the package of improvements approved by voters in the November 2008 election. Staff is about to issue a Notice to Proceed to the preferred vendor of the ITS equipment and wants to establish budget at the June meeting in order to be positioned to move forward rapidly and on schedule with implementation of the ITS components. However, no funds will be expended until RFTA has received the required grant authorizations from the Federal Transit Administration (FTA) and CDOT. The entire package of ITS improvements is broken into two categories, (i.e. those that will be funded as part of RFTA’s Very Small Starts grant Capital Projects Plan using VSS grant funds and local bond proceeds, and those that will be funded from a variety of grant sources and reserves from the BRT Special Revenue Fund). While Resolution 2011-10, itself, is complicated due to the transfer of revenue between funds, the breakout of revenue and costs for the ITS acquisition is summarized as follows: <table border="1" data-bbox="570 1388 1360 1877"> <thead> <tr> <th>Revenue = Expenditures</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>VSS Grant ITS Project</td> <td></td> </tr> <tr> <td>FTA VSS Grant Funds</td> <td>\$809,000</td> </tr> <tr> <td><u>RFTA Bond Proceeds</u></td> <td><u>\$689,100</u></td> </tr> <tr> <td>Total VSS Grant Project</td> <td>\$1,498,100</td> </tr> <tr> <td>Existing Fleet ITS Project</td> <td></td> </tr> <tr> <td>Total FTA/CDOT Grant Funds</td> <td>\$926,900</td> </tr> <tr> <td>Other Gov’t Local Match Contributions</td> <td>\$63,000</td> </tr> <tr> <td><u>RFTA BRT Special Revenue Funds</u></td> <td><u>\$397,000</u></td> </tr> <tr> <td>Total Existing Fleet ITS Project</td> <td>\$1,386,900</td> </tr> <tr> <td>Total Combined ITS Project</td> <td>\$2,885,000</td> </tr> </tbody> </table> 	Revenue = Expenditures	Amount	VSS Grant ITS Project		FTA VSS Grant Funds	\$809,000	<u>RFTA Bond Proceeds</u>	<u>\$689,100</u>	Total VSS Grant Project	\$1,498,100	Existing Fleet ITS Project		Total FTA/CDOT Grant Funds	\$926,900	Other Gov’t Local Match Contributions	\$63,000	<u>RFTA BRT Special Revenue Funds</u>	<u>\$397,000</u>	Total Existing Fleet ITS Project	\$1,386,900	Total Combined ITS Project	\$2,885,000
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Total Combined ITS Project	\$2,885,000																						

	<p>6. It should be noted that at the May 12, 2011 Board meeting the estimated cost of the above ITS components was \$3.27 million or approximately \$385,000 higher than the price in this memo. Staff was able to negotiate the price reduction during the Best and Final Offers process with the vendors.</p> <p>7. With the acquisition of these ITS components, the only remaining ITS components to acquire will be the electronic fare payment system estimated to cost approximately \$1.05 million; however, grant revenue is expected to defray more than half of this amount. This procurement is scheduled to be undertaken in 2012.</p> <p>8. The revenue and expenditure for the existing fleet ITS retrofit will reside in the General fund inasmuch as it is anticipated that the BRT Special Revenue Fund and the 2009 A & B Capital funds will be dissolved when BRT is implemented. However, for the VSS grant-related revenue and expenditures, the resolution creates a new VSS BRT Capital Improvements Fund that will be used to track all VSS BRT grant related revenue and capital expenditures from now on to ensure transparency and accountability to the Board, public, and the FTA.</p> <p>9. Resolution 2011-10 also appropriates \$45,000 of BRT Special Revenue Fund reserves for earnest money and due diligence expenses related to the acquisition of the Carbondale office space and vacant lot located at 1340 Main Street in Carbondale. Ideally, this expenditure will be reimbursed by proceeds from the lease/purchase financing transaction that staff will be negotiating to accomplish the acquisition.</p>
Policy Implications:	Board Job Products Policy 2.4.5 states, "The Board will approve RFTA's annual operating budget (subject to its meeting the criteria set forth in the Financial Planning/Budget policy)."
Fiscal Implications:	Of the total ITS procurement cost of \$2.885 million, RFTA's share is \$1.086 million or 38%. The BRT Special Revenue Fund will be reduced by \$397,000, leaving an estimated fund balance of \$4.55 million.
Backup Info?	Yes, please see Resolution 2011-10 attached.

_____ moved adoption

of the following Resolution:

BOARD OF DIRECTORS

ROARING FORK TRANSPORTATION AUTHORITY

RESOLUTION NO. 2011-10

2011 SUPPLEMENTAL BUDGET RESOLUTION

WHEREAS, Pitkin County, Eagle County, the City of Glenwood Springs, the City of Aspen, the Town of Carbondale, the Town of Basalt, and the Town of Snowmass Village (the “Cooperating Governments”) on September 12, 2000, entered into an Intergovernmental Agreement to form a Rural Transportation Authority, known as the Roaring Fork Transportation Authority (“RFTA” or “Authority”), pursuant to title 43, article 4, part 6, Colorado Revised Statutes; and

WHEREAS, on November 7, 2000, the electors within the boundaries of the Cooperating governments approved the formation of a Rural Transportation Authority; and

WHEREAS, the Town of New Castle elected to join the Authority on November 2, 2004; and

WHEREAS, certain revenues will become available and additional expenditures have become necessary that were not anticipated during the preparation of the 2011 budget; and

WHEREAS, upon due and proper notice, published in accordance with the state budget law, said supplemental budget was open for inspection by the public at a designated place, a public hearing was held on, June 9, 2011, and interested taxpayers were given an opportunity to file or register any objections to said supplemental budget.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Roaring Fork Transportation Authority that the following adjustments will be made to the 2011 budget as summarized herein:

General Fund

Revenue and other financing sources (OFS):

Type	Amount	Explanation
CDOT SB1	24,000	grant revenue
CDOT FASTER Grant	791,400	grant revenue
Aspen FASTER Local Match	51,300	local match
Glenwood Springs FASTER Local Match	11,700	local match
FTA ATPPL Grant	48,000	grant revenue
FTA Section 5309	63,500	grant revenue
Other financing sources	397,100	transfer from BRT Project SRF
Total	<u>1,387,000</u>	

Revenue & OFS Summary	Previous	Change	Current
Sales tax	9,548,000		9,548,000
Grants	855,000	926,900	1,781,900
Fares	3,673,000		3,673,000
Other govt contributions	1,301,000	63,000	1,364,000
Other income	729,000		729,000
Other financing sources	609,000	397,100	1,006,100
Total	<u>16,715,000</u>	<u>1,387,000</u>	<u>18,102,000</u>

Expenditures and other financing uses (OFU):

Type	Amount	Explanation
Existing Fleet ITS	1,387,000	Retro-fit existing fleet with ITS

Expenditures & OFU Summary	Previous	Change	Current
Fuel	1,162,000		1,162,000
Transit	12,048,000		12,048,000
Trails & Corridor Mgmt	238,000		238,000
Capital	1,278,200	1,387,000	2,665,200
Debt service	2,285,500		2,285,500
Total	<u>17,011,700</u>	<u>1,387,000</u>	<u>18,350,700</u>

The net change in the fund balance for this amendment is as follows:

Revenues and other financing sources	1,387,000
Expenditures and other financing uses	1,387,000
Net increase (decrease) in fund balance	<u>-</u>

Fund balance roll forward: Net change in fund balance

Resolution	Beginning Balance	Change	Ending Balance
			6,620,000 *
2010-11&12	6,620,000	264,000	6,884,000
2011-01	6,884,000	364,000	7,248,000
2011-04	7,248,000	(535,000)	6,713,000
2011-05	6,713,000	(390,000)	6,323,000
2011-10	6,323,000	-	6,323,000

* per draft December 31, 2010 financial statements

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BRT Special Revenue Fund

Revenue and other financing sources (OFS):

Type	Amount	Explanation
None		

Revenue & OFS Summary	Previous	Change	Current
Sales tax	4,267,000		4,267,000
Total	4,267,000	-	4,267,000

Expenditures and other financing uses (OFU):

Type	Amount	Explanation
Earnest money	25,000	1340 Main St. purchase
Bond counsel, appraisal, inspection	20,000	1340 Main St. purchase
Total Capital	45,000	

Other financing uses	397,100	Transfer to General Fund
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Expenditures & OFU Summary	Previous	Change	Current
Operating	2,696,310		2,696,310
Capital	-	45,000	45,000
Other financing uses	1,978,000	397,100	2,375,100
Total	4,674,310	442,100	5,116,410

The net change in the fund balance for this amendment is as follows:

Revenues and other financing sources	-
Expenditures and other financing uses	442,100
Net increase (decrease) in fund balance	<u>(442,100)</u>

Fund balance roll forward: Net change in fund balance

Resolution	Beginning Balance	Change	Ending Balance
			5,395,000 *
2010-11&12	5,395,000	1,586,000	6,981,000
2011-01	6,981,000	(1,512,000)	5,469,000
2011-04	5,469,000	(481,000)	4,988,000
2011-10	4,988,000	(442,100)	4,545,900

* per draft December 31, 2010 financial statements

Series 2009A Bonds Capital Project Fund

Revenue and other financing sources (OFS):

Type	Amount	Explanation
None		

Revenue & OFS Summary	Previous	Change	Current
Interest Income	75,000		75,000
Total	75,000	-	75,000

Expenditures and other financing uses (OFU):

Type	Amount	Explanation
Other financing uses	689,100	Transfer to VSS BRT CPF

Expenditures & OFU Summary	Previous	Change	Current
Other financing uses	125,000	689,100	814,100
Total	125,000	689,100	814,100

The net change in the fund balance for this amendment is as follows:

Revenues and other financing sources	-
Expenditures and other financing uses	689,100
Net increase (decrease) in fund balance	<u>(689,100)</u>

Fund balance roll forward: Net change in fund balance

Resolution	Beginning Balance	Change	Ending Balance
			3,483,000 *
2010-11&12	3,483,000	(50,000)	3,433,000
2011-10	3,433,000	(689,100)	2,743,900

* per draft December 31, 2010 financial statements

VSS BRT Capital Projects Fund (new)

Revenue and other financing sources (OFS):

Type	Amount	Explanation
Grant Revenue	809,000	FTA share of VSS Capital Grant
Other Financing Source	689,100	Transfer from Series 2009A CPF
Total	<u>1,498,100</u>	

Revenue & OFS Summary	Previous	Change	Current
Grant	-	809,000	809,000
Other financing sources	-	689,100	689,100
Total	-	<u>1,498,100</u>	<u>1,498,100</u>

Expenditures and other financing uses (OFU):

Type	Amount	Explanation
BRT Project ITS	1,498,100	Outfit new BRT fleet with ITS

Expenditures & OFU Summary	Previous	Change	Current
Capital		1,498,100	1,498,100
Total	-	<u>1,498,100</u>	<u>1,498,100</u>

The net change in the fund balance for this amendment is as follows:

Revenues and other financing sources	1,498,100
Expenditures and other financing uses	1,498,100
Net increase (decrease) in fund balance	<u>-</u>

Fund balance roll forward: Net change in fund balance

Resolution	Beginning Balance	Change	Ending Balance
			- *
2011-10	-	-	-

* new fund in 2011

That the amended budget as submitted and herein above summarized be, and the same hereby is approved and adopted as the amended 2011 budget of the Roaring Fork Transportation Authority, and be a part of the public records of the Roaring Fork Transportation Authority,

That the amended budget as hereby approved and adopted shall be signed by the Chair of the Roaring Fork Transportation Authority.

INTRODUCED, READ AND PASSED by the Board of Directors of the Roaring Fork Transportation Authority at its regular meeting held the 9th day of June, 2011.

ROARING FORK TRANSPORTATION AUTHORITY
By and through its BOARD OF DIRECTORS:

By: _____
Michael M. Owsley, Chair

I, the Secretary of the Board of Directors (the "Board") of the Roaring Fork Transportation Authority (the "Authority") do hereby certify that (a) the foregoing Resolution was adopted by the Board at a meeting held on June 9, 2011 (b) the meeting was open to the public; (c) the Authority provided at least 48 hours' written notice of such meeting to each Director and Alternate Director of the Authority and to the Governing Body of each Member of the Authority; (d) the Resolution was duly moved, seconded and adopted at such meeting by the affirmative vote of at least two-thirds of the Directors then in office who were eligible to vote thereon voting; and (e) the meeting was noticed, and all proceedings relating to the adoption of the Resolution were conducted, in accordance with the Roaring Fork Transportation Authority Intergovernmental Agreement, as amended, all applicable bylaws, rules, regulations and resolutions of the Authority, the normal procedures of the Authority relating to such matters, all applicable constitutional provisions and statutes of the State of Colorado and all other applicable laws.

WITNESS my hand this ____ day of _____, 2011.



**RFTA BOARD OF DIRECTORS MEETING
INFORMATION/UPDATES AGENDA SUMMARY ITEM #7.A**

CEO REPORT

FYI

TO: RFTA Board of Directors
FROM: Dan Blankenship, CEO
DATE: June 9, 2011

RFTA Federal Transit Administration (FTA) Very Small Starts (VSS) Grant: RFTA is still awaiting word from the FTA regarding the status of its VSS grant. Staff is hopeful and reasonably confident that a notice of the award from the FTA should be issued any day for RFTA and other New Starts, Small Starts, and Very Small Starts projects included in President Obama's FY2011 budget request.

2012 – 2013 Section 5311 Capital and Operating Grant Assistance Application: Staff submitted a Section 5311 Operating and Capital Assistance grant to CDOT for 2012 and 2013 on June 3, 2011. The deadline for the grant submittal is 5:00 p.m., June 6th. Failure to submit the grant by the deadline would result in no funding being awarded for two years. In 2010, RFTA was awarded \$831,000 in Section 5311 Operating Assistance by CDOT. Although staff also believed that CDOT had awarded \$440,000 in Section 5311 Capital Assistance in 2011 for the replacement of the fire suppression system at Aspen Maintenance Facility (AMF), it discovered recently this assumption was incorrect because CDOT did not award any Capital Assistance grants to any of its grantees in 2011 due to a shortage of Federal funds. This amount was budgeted in 2011, but will not be available. Fortunately, RFTA was award a \$6.3 million Federal Transit Administration (FTA) State of Good Repair grant in 2010 and it also obtained \$2.5 million in bond proceeds from bonds that Pitkin County issued on RFTA's behalf, so there currently is \$8.8 million in funding available to recommission the AMF.

For 2012/2013, staff applied for \$860,000/\$890,000, respectively in Section 5311 Operating Grant Assistance and \$440,000/\$400,000 in Section 5311 Capital Grant Assistance. The 2012 capital funds, if awarded, will be applied once again to the replacement of the AMF fire suppression system and the 2013 capital funds, if awarded, will be used to complete sidewalks and a trail connection at the West Glenwood Springs Park & Ride facility.

April 2011 Year-to-Date Ridership Report:

Service	April YTD 2010	April YTD 2011	# Variance	% Variance
City of Aspen	474,323	484,222	9,899	2.09%
Regional 82 Commuter	663,272	693,580	30,308	4.57%
Grand Hogback	21,454	19,948	-1,506	-7.02%
Aspen Skiing Company	364,605	396,882	32,277	8.85%
Ride Glenwood Springs	132,599	155,036	22,437	16.92%
X-games/Charter	18,405	29,066	10,661	57.92%
Senior Van	1,396	1,342	-54	-3.87%
Total	1,676,054	1,780,076	104,022	6.21%

Chief Operating Officer Update – Todd Horsley, Chief Operating Officer

➤ Director of Human Resources and Risk Management Recruitment

- RFTA began recruitment for the permanent Director of Human Resources and Risk Management position on Wednesday, May 4. The position was advertised in the *Aspen Daily News*, the *Aspen Times* and the *Glenwood Post-Independent*, as well as on the web sites of RFTA, the Colorado Association of Transit Agencies (CASTA), and the Society for Human Resources Management (SHRM) and *Transit Talent*, a transit industry recruiting web site.
- The Recruitment Committee for this position reviewed resumes on May 25 and selected 5 candidates to which we plan to send a questionnaire that will ask the candidates how they would respond to selected situations that they may encounter on the job. We are currently developing the questionnaire and plan to send it out to the selected candidates by June 10. After receipt of the completed questionnaires in late June, the Recruitment Committee will schedule initial interviews with the top ranked 3-5 candidates for early July.
- Linda Forgacs has served as Interim Director of Human Resources and Risk Management since August 2010 when the position became vacant. Linda has done an excellent job as the Interim Director and is a candidate for the permanent position.

➤ Director of Finance Recruitment

- RFTA began recruitment for the permanent Director of Finance position on Wednesday, June 1. The position is being advertised in the *Aspen Daily News*, the *Aspen Times* and the *Glenwood Post-Independent*, as well as on the web sites of RFTA, the Government Finance Officers Association (GFOA) and *Transit Talent*, a transit industry recruiting web site.
- The Recruitment Committee for this position plans to begin reviewing resumes during the week of June 20. The Recruitment Committee will select a group of the most highly qualified candidates to which we will send a questionnaire that will ask the candidates how they would respond to selected situations that they may encounter on the job. After receipt of the completed questionnaires in early July, the Recruitment Committee will schedule initial interviews with the top ranked 4-6 candidates for mid to late July.
- Mike Yang is currently serving as Interim Director of Finance. Mike is doing an excellent job as the Interim Director and we anticipate that Mike may be a candidate for the permanent position.

➤ “State of Good Repair” FTA Grant Award

- Dan Blankenship executed a “State of Good Repair” grant award from the Federal Transit Administration (FTA) on May 20 for \$6,300,000 in Federal grant funds. The grant award is for the recommissioning of the Aspen Maintenance Facility (AMF), which will include upgrades to the AMF’s mechanical, electrical, plumbing and heating/cooling systems, replacement of the existing fire alarm and fire suppression systems and reconfiguration and repaving of the parking areas at the AMF. RFTA plans to procure the services of a project management contractor in late 2011 that will assist RFTA with managing the construction of the improvements in 2012 and 2013. The project is scheduled for completion in 2013. The \$6,300,000 in Federal grant funds must be matched by \$1,575,002 in local funds from RFTA for a total project of \$7,875,002. A total of \$500,000 in local match for the project is included in the 2011 RFTA budget. The remaining local match will be budgeted in 2012 and 2013 when project construction is scheduled to occur.

➤ Organizational Analysis.

- RFTA executed a contract with TransitPlus, Inc. of Elizabeth, Colorado on May 19, 2011 for the RFTA Organizational Assessment. The total contract price for the assessment is \$53,172.44, which is 29% lower than the approved budget of \$75,000 for the study.

- There have been no formal meetings with TransitPlus to date; however, I have been responding to multiple requests for RFTA documents from TransitPlus, including the RFTA budget, mission statement and goals, organizational chart, job descriptions, salary information, etc. TransitPlus is in the process of reviewing the documents that have been provided, identifying RFTA's peer transit agencies, and preparing for their initial visit to RFTA for interviews on June 13-15 (Monday-Wednesday).
- TransitPlus has not yet provided any reports or documentation to RFTA.
- During their visit to RFTA on June 13-15, the consultants will interview RFTA staff and Board members. There will be a brief (30-minute) kick-off meeting on the morning of June 13 in Carbondale that Board members are welcome to attend; however, the vast majority of the consultant's time at RFTA will be dedicated to the staff and Board member interviews.
- By the time the June 2011 Board agenda is distributed I hope to have sent an e-mail to all Board members requesting dates and times that you may be available for interviews during the period of June 13-15. The consultants are flexible and can meet you anywhere in the region at any time that you are available. If you are not available on June 13-15, we can work with you to identify a later date and time for your interview, which may need to be a telephone interview.
- Please note that the budget for the contract includes one Board interview for each of RFTA's eight (8) member jurisdictions. I do have a couple of extra interviews budgeted if more than one Board member from a particular jurisdiction wishes to be interviewed; however, I do not have enough interviews budgeted for all 16 Board members. Please consult with your Board counterpart and let me know which of you wants to be interviewed or if both of you want to be interviewed. You should also let me know if you do not wish to be interviewed.

➤ Monthly Action Item Update. Per my e-mail to the Board on May 17, 2011 the following is a status update on action items from the May 12, 2011 Board meeting:

1. Draft letter of appreciation to U.S. Senators Bennet and Udall and U.S. Representative Polis for their letter of support for the BRT project that they signed and sent to FTA (*George Newman*)
 - **COMPLETE** – *The requested letter has been drafted and will be ready for signature by the RFTA Board Chair at the RFTA Board meeting on June 9, 2011.*
2. Engage Pitkin County Finance Director to review audit with McMahan and Associates (RFTA's auditor) and RFTA Audit Subcommittee (*Michael Owsley*)
 - **NOT YET STARTED** – *Michael Yang is working with McMahan and Associates to determine the date that the draft 2010 audit report will be ready for review. After establishing a date that the draft 2010 audit report will be ready for review, Michael plans to contact the Pitkin County Finance Director to arrange for the requested assistance. Michael will also then notify the Eagle County Finance Director, who has previously been contacted, of the date that assistance will be needed.*
3. Terminology change in Garfield County IGA related to New Energy Communities Initiative (*Frank Breslin*)
 - **COMPLETE** – *The recommended terminology change was sent to Garfield County with a recommendation that it be incorporated into the IGA.*
4. Research future establishment of Energy Manager position at RFTA (*Michael Owsley*)
 - **NOT YET STARTED** – *Dan Blankenship and Mike Hermes will research the need for this position and will report to the Board at a future meeting (probably in 2012).*

5. Establish Citizens Committee comprised of people with physical disabilities to advise RFTA on transit and trail issues (*Michael Owsley*)
 - **NOT YET STARTED** – *Dan Blankenship, Todd Horsley and Walter Mathews will research requirements for the advisory committee and will present a recommendation to the Board at a future meeting.*
6. Continue contract negotiations for purchase of the Bunker at 1340 Main Street in Carbondale (*Board*)
 - **COMPLETE** – *Dan Blankenship signed a formal offer for the Bunker property and RFTA has now entered the due diligence period that is required before closing on the purchase.*

➤ The following is a status update on open action items from previous Board meetings:

1. Provide data on Rio Grande Trail usage near site of proposed Carbondale Recycling Facility (*John Wilkinson*)
 - **COMPLETE** – *The requested information was provided with the information for the May 2011 Board meeting.*
2. Explore possibility of future Board presentation by Garfield Clean Energy and/or CLEER regarding possible fleet efficiency options, including CNG, in Roaring Fork Valley (*John Hoffman*)
 - **NOT YET STARTED** – *Dan Blankenship will contact Garfield Clean Energy / CLEER to discuss future Board presentation and schedule it for a future Board meeting (possibly July 2011).*
3. Schedule Board discussion to develop a Rio Grande Trail mission statement at a future regular Board meeting after Board Retreat on June 9, 2011 (*Michael Owsley*)
 - **NOT YET STARTED** – *Dan Blankenship and Mike Hermes will schedule the requested discussion at a future Board meeting (possibly July 2011).*
4. Request for legal opinion and advice on a possible policy on conflicts of interest for RFTA Transit Joint Development opportunities (*John Wilkinson*)
 - **COMPLETE** – *Walter Mathews provided the requested information to the Board by e-mail prior to the May 2011 Board meeting.*
5. Research and provide information on the feasibility of allowing the Early Childhood Council to utilize the Traveler for transportation (*John Hoffman*)
 - **SCHEDULED** – *This item is scheduled for discussion at the Board meeting on July 14, 2011.*
6. Research possibility of conducting seismic testing at GMF (*John Hoffman*)
 - **IN PROGRESS** – *Mike Hermes is researching alternatives and will provide the requested information to the Board for discussion at a future Board meeting.*
7. Request for sample job description for a potential RFTA Public Transit Officer position (*Jacque Whitsitt*)
 - **IN PROGRESS** – *Research is underway and staff will provide requested information at a future Board meeting.*
8. Request for staff recommendation on establishment of RFTA Public Transit Officer position (*Michael Owsley*)
 - **IN PROGRESS** – *Research is underway and staff will provide a recommendation at a future Board meeting.*

9. Hold public hearings on E-Bike usage on Rio Grande Trail following development of recommendation by committee of local jurisdictions along the trail (*Michael Owsley*)
 - **IN PROGRESS/DELAYED** – *Item to be included on a future Board meeting agenda when the committee finalizes its recommendations. RFTA has conducted the ADA assessment required by new DOJ regulations and the RFTA Board approved interim rules for trail use on May 9, 2011. The next step is to develop draft trail rules with the other local jurisdictions along the trail that can be reviewed by the public and subjected to a public hearing.*

10. RFTA staff needs to review or develop policy for financial contributions to nonprofits or other organizations seeking RFTA funds (*Jacque Whitsitt*)
 - **IN PROGRESS** – *Policy remains under development. We will work to complete this task as soon as possible.*

11. Meet with City of Glenwood Springs to discuss water use at GMF and City shop adjacent to GMF and develop MOU on joint responsibilities (*Michael Owsley & Bruce Christensen*)
 - **IN PROGRESS** – *Mike Hermes and I met with Robin Millyard (City of Glenwood Springs Public Works Director) and Buddy Burns (City of Glenwood Springs Water/Wastewater Program Director) on February 1, 2011. We agreed on the contents of an MOU and are still working on an agreement. We will work to complete the MOU as soon as possible.*

Planning Department Update: <i>David Johnson, Director of Planning</i>

Mid-Valley Local Transit Feasibility Study: This month is the kickoff of a study to assess the feasibility of local transit systems in the mid-valley area, covering Carbondale, El Jebel and Basalt. The study will examine various alternatives for routes, schedules and headways, and determine forecast ridership, costs and funding options.

Local transit systems exist in Glenwood Springs, Aspen and the Town of Snowmass Village, offering transit passengers local and regional mobility by integrating with RFTA. It makes sense to assess the practicality of similar systems in the mid-valley area, with towns of equivalent population and strong regional transit usage.

The Technical Advisory Committee will consist of staff, officials and interested persons from Carbondale, Basalt, El Jebel and Eagle County. Total project cost is anticipated to be about \$39,000. Funding was achieved through a \$24,000 FTA Section 5304 (Statewide Planning) grant and local match from RFTA, Carbondale, Basalt and Eagle County.

Glenwood Springs Multimodal Transit Transfer Center Site Analysis: Glenwood Springs is a major connection point for Ride Glenwood local service, RFTA's regional service, Greyhound and Amtrak. The City wishes to find a site to integrate all these modes, and has asked RFTA to assist in procurement of a consultant and to help manage the project. Glenwood Springs has received three proposals, and plans to select a consultant this month.

AABC Pedestrian Crossing: RFTA is assisting Pitkin County with the evaluation of proposals for the design of a grade-separated pedestrian crossing of State Highway 82 at the AABC. The crossing must align with the location and design of RFTA's BRT stops, now at 98% design, and with the conceptual alternatives of the Airport Master Plan.

Garfield County Community Solar Farm Grand Opening: RFTA Board members are invited to the Grand Opening of the Garfield County Community Solar Farm in Rifle on June 14, 2011. The invitation to this event is attached below.

GARFIELD COUNTY COMMUNITY SOLAR FARM

Grand Opening

June 14, 2011

Garfield County Airport, 0375 County Road 352, Rifle, CO



Grand Opening - largest community-owned solar farm in the US
- 5-acre solar farm, **3, 575 panels**

Time - **11:00am** (arrive by 10:30)

Speakers - Keynote Speaker **Former Governor Bill Ritter**
- Holy Cross Board Members
- State and Local Leaders

Guided Educational Tours

Light Lunch and Refreshments

Transportation Provided - please contact Lauren to reserve your spot
970.319.3939 or email Lauren@easycleanenergy.com

Bus Schedule: Basalt Park & Ride 9:30 am; El Jebel Park & Ride 9:40 am
Carbondale Park & Ride 9:50 am; West Glenwood Park & Ride 10:10am

Phone: 800.646.0323 or 970.319.3939

Email: moreinfo@easycleanenergy.com

Web: www.easycleanenergy.com



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Facilities, Trail and Corridor Update: *Mike Hermes, Director of Facilities and Trails*

BRT Project Update

General Update: The BRT project continues to move forward but the pace of progress is slowing and staff has become very concerned about the timing of the Federal Transit Administration (FTA) Very Small Starts (VSS) grant and the effect this is having on the land use entitlements and building permitting process in each jurisdiction, the land and easement acquisition process and the CDOT approval process. All of these processes must come together in order for construction to begin on the project and they are all interdependent. Because of the delay in the receipt of the FTA grant, many of these critical steps have been delayed. It is becoming increasingly unlikely that staff will be able to complete all the steps required to begin construction on a significant portion of the project in 2011. At this time, staff feels that some of the BRT improvements internal to the Carbondale Park and Ride and the Brush Creek Park and Ride are the most likely candidates for construction this fall and staff is still hopeful that the construction of the AABC/Airport and Buttermilk stations can be started in 2011.

BRT Station Final Design: The final design for the BRT Stations and Park and Rides is just about complete and the final plan bid set is scheduled to be delivered to RFTA on June 20. This set of plans will be used by staff to bid the construction of the project.

BRT Construction Procurement: The Request for Proposals (RFP) procurement process to select a construction team for the BRT Stations and Park and Rides is underway. RFTA staff has chosen to utilize a two-step procurement process to select a construction team for the BRT project. The first step will be to select a group of technically qualified construction teams that will be allowed to submit bids for the project. In the first step, construction firms that desire to be the prime contractor for the project will assemble a team of subcontractors and present the qualifications of their team to the RFTA Proposal Evaluation Committee. The RFTA Proposal Evaluation Committee will evaluate the proposals that are received and will interview each qualified team. Based on the proposal evaluations, the RFTA Proposal Evaluation Committee will select a group of the most technically qualified teams (ideally 5-7 teams) that will be allowed to submit bids for the BRT construction.

Once the group of technically qualified teams is selected, the process moves into Step 2, which is a traditional low bid selection process. Each technically qualified team will receive a bid set of plans, develop a bid for the project and submit their bid to RFTA to be opened at a public bid opening. Staff will open the bids, evaluate them and then begin contract negotiations with the lowest responsive and responsible bidder on the project. The current schedule anticipates a bid opening on July 15, 2011.

Automatic Vehicle Location/Computer-Aided Dispatch (AVL/CAD) Procurement: The procurement for the AVL/CAD system is moving forward and staff is very close to choosing a contractor. The final contractor selection meeting is scheduled for June 6, 2011. The actual award and execution of a contract for the AVL/CAD system will be dependent on receipt of either the FTA grant award or a Letter of No Prejudice from the FTA that will allow RFTA to expend funds in advance of the grant and receive reimbursement after the grant is received. However, given the timing of Board meetings and the need to move this project forward as rapidly as possible as soon as FTA and CDOT grant funds/approvals become available, a Supplemental Budget appropriation will be submitted for Board consideration at the abbreviated June 9th meeting. Staff cannot expend funds for the equipment; however, until the necessary funding agency approvals have been obtained.

CDOT/RFTA Memorandum of Understanding (MOU): The MOU between RFTA and CDOT that will give RFTA 30 years of continuing use of the Highway 82 BRT improvements has been approved by CDOT staff and the Attorney General's office; however, execution of the MOU has become delayed by ongoing negotiations of the Master Lease Agreement from CDOT that must be executed in conjunction with the MOU. The Master Lease Agreement contains language that must be included, by state statute, in every lease negotiated by

CDOT. Unfortunately, some of the language in the Master Lease Agreement is contrary to the language that was negotiated with CDOT in the MOU. Staff is working with the FTA and CDOT Right-of-Way managers to develop language for the master lease to resolve this conflict.

CDOT Access and Special Use Permits: The applications for the 4 access and 18 special use permits required by CDOT to authorize RFTA to work in the Highway 82 corridor are ready for submission and will be submitted to CDOT by the end of the week of June 13. At this time, the only complication is that the right turn-in access permit for the 27th Street Park and Ride in Glenwood Springs cannot be reviewed by CDOT until RFTA actually owns the property. Staff has prepared the application and CDOT has indicated that it is complete, but CDOT cannot officially accept and process it until RFTA can show title to the property.

Utility Moves: During the final stages of the BRT Station and Park and Ride design process, staff identified 106 utilities that need to be relocated as part of the construction of the BRT Project. Baker and Sopris Engineering have taken the lead on negotiating these relocations with the various utilities and their progress to date has been acceptable. The negotiations with the utility providers to determine who pays for the utility relocations and when they will be moved are critical to the construction process. We foresee this being an issue that staff will need to monitor and manage throughout the construction process.

Land Use Entitlements Process: By the end of the week of June 13, all land use entitlement applications for the BRT Project will have been submitted to the jurisdictions where elements of the BRT Project are being constructed. The applications for the Park and Rides in Glenwood Springs, El Jebel and Basalt cannot be deemed complete or reviewed by those jurisdictions until RFTA either has a letter from the land owners giving RFTA permission to submit a land use application on their behalf or RFTA purchases the properties. Staff is continuing to pursue these letters from the land owners so that the land use process can move forward, but to date we have been unsuccessful in obtaining these letters.

Once the land use entitlements process is completed, staff will begin working on obtaining building permits from each jurisdiction to begin the construction of the BRT Stations and Park and Rides.

Land acquisition - Appraisals and Review Appraisals: Staff has received the appraisals for the 4 properties that RFTA needs to acquire for the BRT project and they are currently being reviewed by a review appraiser as required by the Federal Government's regulations for land acquisition. Once the appraisals have been reviewed by the review appraiser they will be sent to FTA headquarters in Washington, DC for review and concurrence on the property values. Once this process has been completed and the FTA has awarded RFTA a grant for the BRT project, staff may begin the negotiation process with land owners for the purchase of the properties.

Easements: In order to begin construction of the BRT Stations and Park and Rides, RFTA needs to purchase 34 permanent and/or temporary easements. Staff has begun the process to value these easements, draft purchase documents and begin negotiations with the property owners. Most of these easements are expected to cost less than \$5,000 with the potential for 4 to 6 reaching the \$10,000 mark. The purchase of these easements must follow the FTA Uniform Act and will take some time to negotiate. Staff will be approaching the Board in July to obtain authority and budget to purchase these easements.

Environmental Assessment (EA): The contract for the purchase of 1/10 of an acre of wetlands to mitigate for the area disturbed by the construction of the El Jebel Park and Ride has been completed. Staff will be requesting funds in the amount of \$9,500 for the purchase of these wetlands at the July Board meeting.

Facilities

Glenwood Maintenance Facility (GMF): The replacement of the asphalt on the lower parking lot at the GMF is moving forward and the team of Gould Construction, Sopris Engineering, and Grande River Pavin, has been chosen to construct the project. The total amount of asphalt that needs to be replaced at the GMF is approximately 30,259 square feet. With the budget allocated for repairs at the GMF for 2011, RFTA can have approximately 18,587 square feet (61.4%) of the total asphalt replaced at a cost of \$227,820. Staff had the

project designed and bid so that the project can be completed in two phases. The second phase of the project would be to replace the remaining 11,672 square feet (38.6%) of the parking lot in 2012 at a cost of \$194,642, which includes \$148,070 for the work plus \$46,572 for the cost of remobilization and additional project management in 2012. The additional \$46,572 for remobilization and additional project management in 2012 could be avoided by finding an additional \$148,070 in the 2011 budget to complete the entire project in one phase in 2011. Staff has written the contract and scheduled the work so that completion of all of the work in 2011 is an option. Staff will be reviewing potential ways to fund the completion of this project in 2011 and, if successful, this option will be presented to the Board for consideration at the July Board meeting.

Rio Grande Trail and Rail Corridor

GOCO Mini Grant for Rio Grande Trail Facility Improvements: Robert Comey, Rio Grande Trail Manager, has been successful in applying for approximately \$43,000 in grant funds from Great Outdoors Colorado (GOCO) to construct two vault toilets and two picnic shelters along the Rio Grande Trail. Garfield County will serve as the grantee to GOCO and will pass-through the grant funds to RFTA. An Intergovernmental Agreement (IGA) between RFTA and Garfield County to this effect is included for Board approval on the Consent Agenda for the June 9, 2011 Board meeting. One toilet will be located at the western most overlook just above Cattle Creek and the second will be constructed about 1/2 mile above the Catherine Store corner. The construction of these vault toilets are concrete block or pre-cast concrete buildings designed to be easy to clean and maintain. Each unit has a 1,000 gallon capacity waste reservoir, enough to accommodate 15,000 uses. This type of capacity reduces the need for service to just once or twice a year. Both toilets will be permitted through Garfield County and the State of Colorado and will be ADA-compliant. The two locations are easily accessible to the necessary transport and construction equipment, chiefly an excavator for the vault, a crane to install the restroom building and a flatbed semi-trailer to transport building components from the manufacturer to the field locations. The Cattle creek installation will require re-establishing a short 300-foot access road in order to reduce travel distance along the trail corridor. The toilet facilities will have an auto-lock component that will lock down the facility during the evening hours, corresponding to the daylight hours of operation for which the Rio Grande Trail is maintained. This lock arrangement will permit exit but no entry/re-entry after dusk and before dawn. Below are two conceptual photos of the toilet structures.





One of the picnic shelters will be located at the eastern overlook valley from Cattle Creek. The second location is adjacent to the Catherine Store trailhead parking area, which is the trailhead which receives the most use along the RFTA-maintained portion of the Rio Grande Trail in Garfield County. These structures will utilize pole or post upright supports set in concrete with an untreated timber-framed peaked roof design. Roof material will be uncoated corrugated steel treated to obtain a rusted finish typical of historic mining and ranching structures on the Western Slope. The floor of these two structures will be a compacted crusher fine surface over road base. The size of the structures will be 12'x20'.

TCI Lane Ranch Bridge: Staff has received a letter from LandWest (attached below), which represents the proposed TCI Lane Ranch development, in response to the decision of the RFTA board to deny approval of a pedestrian bridge across the Roaring Fork River connecting the development to the Rio Grande Trail. In summary, the developer is in the process of withdrawing the bridge from the development application but is preserving the public recreational trail easement should the future HOA wish to pursue the issue at a later date with the RFTA Board.



May 17, 2011

Michael Hermes
Director of Trails & Properties
Roaring Fork Transportation Authority
P.O. Box 1270
Carbondale, CO 81623

Via email: mhermes@rfta.com

RE: TCI Lane Ranch Recreation Path Easement

Dear Mr. Hermes,

At their March 10, 2011 meeting, the RFTA Board of Directors denied final approval of a privately funded public-use pedestrian bridge over the Roaring Fork River that would have connected TCI Lane Ranch and other residential and school areas to RFTA’s Rio Grande Trail. Consequently, TCI Lane Ranch, LLC is currently in the process of amending its land use approvals with Garfield County to remove the bridge from the development plans and associated Improvements Agreement (IA).

With the eventual filing of Final Plat, TCI Lane Ranch, LLC will be retaining the planned public Recreational Path Easement through their property in the interest of preserving potential future use. The dedication of this Easement will remain in place should another entity, such as the future TCI Lane Ranch HOA, decide to attempt to reverse the decision of the RFTA Board. Any future pursuit of a pedestrian bridge at this location would be funded by the proponent at that time, not by the current owners. The Easement will be dedicated to Garfield County with the Final Plat. The specific Plat language for the easement is as follows:

“Owner dedicates and sets aside to the Garfield County Board of County Commissioners, for the use and benefit of the general public, a non-exclusive easement and right of way over and along the twenty-five foot (25’) wide strip of real property identified hereon as the “Recreational Path Easement”. Use of the easement by the public shall be limited to pedestrian use, including, without limitation, hiking and running, and bicycling. No horses, motorized vehicles or commercial uses shall be allowed within the easement, and users of the easement shall not be allowed to carry firearms.”

We are informing RFTA of this Easement should the opportunity arise in the future to pursue construction of the bridge by another entity other than TCI Lane Ranch, LLC.

Please review the attached information as supplement to this letter, and contact me with any questions you may have in this matter.

Sincerely,

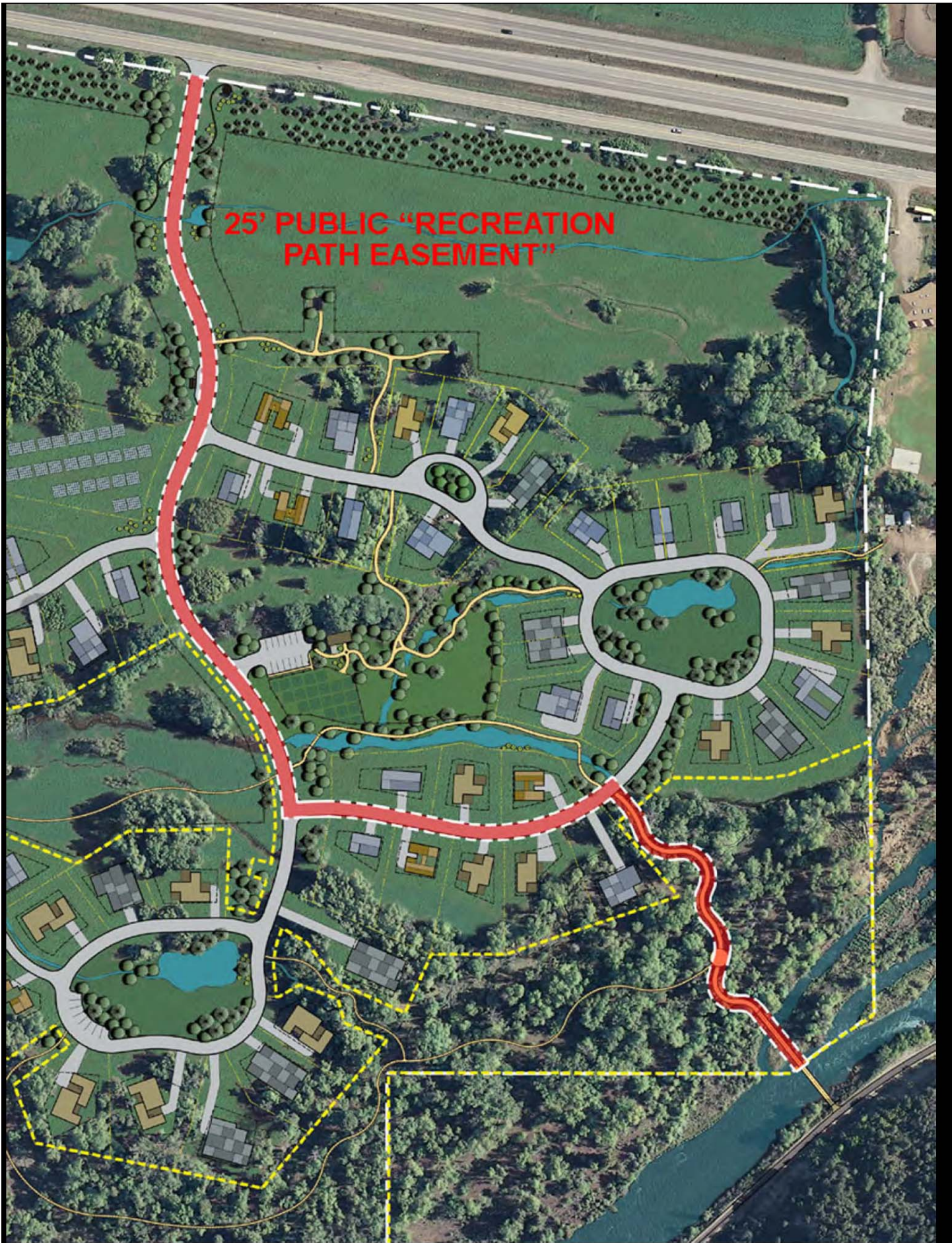
LANDWEST

A handwritten signature in black ink, appearing to read 'Jon Fredericks', with a long horizontal line extending to the right.

Jon Fredericks
Principal

CC: Dan Blankenship, RFTA
David Johnson, RFTA
Robert Comey, RFTA
Jason White, RFTA
David Marrs, Geronimo Ventures, LLC

Att: Public Easement Plan



25' PUBLIC "RECREATION PATH EASEMENT"

RFTA Board Retreat
June 9, 2011
Carbondale Town Hall

Agenda

Retreat Purpose:

To draft a long-term (10-20 year) Vision for RFTA, including the following components:

- Mission/Vision Statement
- Values
- Objectives

If time allows, the Board can advance the visioning process to include strategies, projects and tasks associated with the objectives.

Agenda:

- | | |
|---------------|--|
| 8:00 – 8:30 | Arrival and continental breakfast |
| 8:30 – 9:00 | RFTA Board Business Meeting |
| 9:00 – 9:15 | Break |
| 9:15 – 9:25 | Strategic Planning Session: Welcome and Introductions |
| 9:25 – 9:55 | Introduction to Strategic Planning and Alignment – Purpose and Process |
| 9:55 – 10:15 | Review and Discussion of Background Information, including <ul style="list-style-type: none">▪ Summary of April 4th Meeting with Planners and Transit Agencies▪ Summary of Common Themes and Elements in Comprehensive Plans▪ List of Transportation Projects in Comprehensive Plans |
| 10:15 – 12:00 | Creating the RFTA Mission/Vision |
| 12:00 – 12:30 | Working Lunch <ul style="list-style-type: none">▪ BRT Update |
| 12:30 – 1:25 | Creating the RFTA Values Statements |
| 1:25 – 1:40 | Break |
| 1:40 – 3:00 | Creating the RFTA Objectives |
| 3:00 – 3:15 | Wrap-Up and Next Steps |